



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

ADMINISTRATION



00001

Special Attention of:

Transmittal for Handbook No: 000.2 REV-2

Directives Management Officers

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1. This transmits: A revised handbook 000.2 REV-2, HUD Directives System.
2. Summary: This handbook has been revised to update policies, procedures and staff positions.
3. Filing Instructions:

Remove:

Insert:

Handbook 000.2 REV-1 and all changes

Handbook 000.2 REV-2, dated 4/2001

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ACRONYMS

CHG Change
CIO Chief Information Officer
DDMIS Departmental Directives Management Information System
DDMO Departmental Directives Management Officer
DMO Directives Management Officer
EIS Environmental Impact Statement
FOIA Freedom of Information Act
FONSI Finding of No Significant Impact
FR Federal Register
HUD Housing and Urban Development
HQ Headquarters
CFR Code of Federal Regulations
HUDCLIPS HUD Client Information and Policy System
OAMS Office of Administrative and Management Services Division
OGC Office of General Counsel
OIG Office of Inspector General
PECOP Program Environmental Clearance Officer
PHA Public Housing Authority
PIH Public and Indian Housing

LIST OF FORMS REQUIRED BY THIS HANDBOOK

Form HUD-21.B, Notice

Form HUD-21.F, Interim Notice

Form HUD-22, Departmental Clearance and Approval Record

Form HUD-23, Transmittal

Form HUD-171, Clearance Log

CHAPTER 1. THE HUD DIRECTIVES SYSTEM

1-1 **Regulatory Authority.** 36 CFR 1222.44. The HUD Directives System provides HUD program managers with the means to effectively convey Departmental instructions to users and to document agency policies and procedures within the framework of established laws and regulations.

1-2 **HUD Policy**

- A. The Department's vehicle for issuing policy is the Federal Register System, managed by the Office of General Counsel. (See Handbook 0010.1, Rulemaking Process: Formulation, Drafting, Clearance, and Publication of Federal Register Documents.)

Section 552 of the Administrative Procedure Act (enacted as part of the Freedom of Information Act (FOIA)) requires agencies to publish certain items in the Federal Register. These items include rules or procedures; substantive rules of general applicability formulated and adopted by the agency; descriptions of agency organization; statements of the general course and method by which the agency's functions are channeled and determined (which may be categorized as rules) and changes in or repeals to agency rules and policies. Any document that prescribes a penalty or course of action, confer a right, privilege, authority or immunity, or impose an obligation when intended to bind the Department must be published in the Federal Register. Although the Federal Register System must be used for the documents described above, HUD may use the Federal Register System for other documents when desired to inform the public.

- B. Directives supplement statutes, regulations and other Federal Register documents. When statutes, regulations or other policy and requirements are clear, for example, HUD could proceed directly to directives for issuing procedures without intervening the Federal Register System. Handbooks, supplements, notices and special directives (Mortgagee Letters, Title I Letters, Direct Endorsement Letters) clarify or elaborate on established policy, and are used to issue procedures and guidance. Although the Federal Register and Directives Systems are separate, directives must be consistent with regulations. Therefore, it is important that staff make appropriate changes to handbooks and clear them as promptly as possible following amendments of related rules.
- C. Memoranda are not an authorized directive type and must not be used for general communication of a policy clarification or for establishment of generally applicable procedures. Any policy or guidance on HUD programs issued outside the HUD Directives System must be rescinded and reissued in an authorized directive. This requirement, however, does not apply to legal memoranda issued by the Office of the General Counsel, which do not generally deal with policy issues and clarifications, but may on occasion set forth guidance for HUD programs.

This must be done not later than 30 days after the DDMO informs the originator of its improper issuance. If an approved type of directive (handbook, notice, interim notice, etc.) does not meet an originator's needs, a special directive can be developed with the approval of the Departmental Directives Management Officer (DDMO).

- 1-3 **Objective.** The HUD Directives System is designed to ensure that:
- A. People who carry out HUD programs have accurate, complete, and concise instructions on policies and procedures.
 - B. The writing style, organization, and format of directives make information easy to locate, understand, and use.
 - C. Directives are kept up-to-date, include all current information essential to program delivery, and are cancelled when no longer useful.
 - D. Directives do not contradict each other or serve cross-purposes.
- 1-4 **Responsibilities.** The Assistant Secretary for Administration is responsible for the management of HUD's Directive System, including oversight to ensure compliance with this handbook. The following officials have responsibilities as outlined below:
- A. **Secretary or Deputy Secretary**
 - 1. Approves directives issued by the Secretary's office.
 - 2. Issues major policy and/or procedural guidance that pertains to the Department's overall mission.
 - 3. Resolves irreconcilable differences among Assistant Secretaries concerning proposed directives.
 - B. **Assistant Secretaries** (and their equivalents, such as: Inspector General, President of the Government National Mortgage Association, General Counsel, Chief, Procurement Officer, Chief, Financial Officer, Chief, Information Officer, etc.).
 - 1. Ensure compliance with this handbook, arranging for staff training as needed.
 - 2. Appoint a Directives Management Officer (DMO) (and alternate), whose duties must include, but are not necessarily limited to, those in D. below.
 - 3. Approve directives issued by their offices.
 - 4. Ensure basic agreement within their own offices before a new directive affecting their areas enters clearance, including appropriate pre-clearance participation by field staff.

5. Certify, by signing form HUD-22 (Appendix 1), Departmental Clearance and Approval Record, that:
 - a. A Front-End Risk Analysis (see Handbook, 1840.1, Departmental Management Control Program) was done, is in process, or is not needed for new or substantially revised activities;
 - b. Materials have been prepared for submission to the Office of Management and Budget concerning the directive, to comply with the Paperwork Reduction Act (see Handbook 2400.3 , Reports Analysis and Clearance Process); and
 - c. The necessary environmental reviews and clearances shall be made by the Program Environmental Clearance Officer (PECO), and certify that Finding of No Significant Impact (FONSI)/Environmental Impact Statement (EIS), either have been completed or are not required.
6. Ensure that all proposed or revised directives are cleared with the Office of General Counsel (OGC), the Office of the Chief Information Officer (CIO) and the Office of Inspector General (IG).
7. Determine what additional concurrences are necessary for proposed directives and obtain those concurrences. Elevate to the Deputy Secretary if nonconcurrences cannot be resolved.

C. Office of Administrative and Management Services (OAMS) under the Assistant Secretary for Administration

1. Assigns a Departmental Directives Management Officer (DDMO), who coordinates, monitors, and reports on directives activities.
2. Advises program offices on requirements of the Directives System. Approves exceptions to requirements of the Directives System on a case-by-case basis.
3. Prepares periodic reports to the Secretary and Principal Staff on the age of directives; office's performance in updating directives; timeliness of clearance; and use of interim notices, etc.
4. Controls subject classification numbers and assigns a block of codes to program areas.
5. Monitors master set of HUD directives, kept in the HUD Library.
6. Approves all special directives series.
7. Maintains the automated Departmental Directives System.

8. Produces and distributes an annual index (with quarterly updates) of Departmental Directives.

The Index will include the following information:

- a. Headquarters Directives Management Officers;
 - b. Subject categories for HUD directives;
 - c. Inventory of current directives;
 - d. Expired directives; and
 - e. Delegations of Authority.
9. Advises the Assistant Secretary for Administration of system violations, and serious and consistent patterns of noncompliance by the program offices, for appropriate action at the Principal Staff Meetings and/or referral to the Secretary and Deputy Secretary.

D. Directives Management Officers (DMOs) designated by Assistant Secretaries (or equivalents)

1. Serve as the principal point of contact within their organizations on all matters relating to directives.
2. Develop and operate internal clearance procedures to ensure adequate and timely clearance of directives originating within their organizations or received for review from other organizations.
3. Review their organizations' directives to ensure conformity with system requirements, including currency, format, plain English and the appropriateness of the material.
4. Coordinates graphics, printing, reproduction and distribution of directives.
5. Provide technical leadership and assistance within their organizations on directives activities, including:
 - a. Interpreting the application of the Directives System's requirements;
 - b. Assisting and instructing directives originators within their organizations in the planning, development, and coordination of their directives;
 - c. Determining, in consultation with directives originators within their organizations, appropriate clearance points and the final distribution to be made for each directive; and
 - d. Resolving nonconcurrences or elevating them to the next level of authority for resolution.

6. Maintain the official historical record files on all directives originated by their organizations.
7. Maintain a master file of all current directives originated by their organizations as well as directives of other organizations as deemed appropriate.
8. Provide data to the Office of Administration concerning problem areas, including violations or non-use of the system, and clearance and other data for the Departmental Directives Management Information System (DDMIS).
9. Provide an electronic copy of issued directives to the Departmental Directives Management Officer (DDMO) for publication and distribution on HUDClips.

1-5 HUD Repository of Automated Policies, Handbooks and Forms

The Department will maintain an automated repository of policies, handbooks and forms and shall make this repository available to HUD staff, business partners, and the general public consistent with Presidential Memorandum, Subject: Electronic Government, dated December 17, 1999. OAMS will sponsor and maintain this searchable, on-line database (i.e., the HUD Client Information and Policy System (HUDCLIPS), or successor system) containing the entire inventory of official HUD policies, handbooks and forms. An electronic copy of final directives is sent to the DDMO for inclusion in the database. Additionally, a hard copy of the final directive is sent to the DDMO if the directive contains graphics.

CHAPTER 2. TYPES OF DIRECTIVES

2-1 **Objective.** To provide managers with an organized, uniform way of clarifying policy and issuing procedures and guidance.

- A. **Handbooks** communicate information of a permanent nature (including clarification of policies, instructions, guidance, procedures, forms and reports) for HUD staff and/or program participants. A handbook covering several aspects of a single general subject is divided into chapters covering each aspect. Handbooks are issued in loose-leaf form, for standard three-ring binders, so that changes can easily be inserted.
- B. **Changes** are new or revised pages for existing handbooks. These substitute pages are used to issue new or revised material in a handbook when less than half of the existing number of pages must be replaced.
- C. **Revisions** are complete handbooks that cancel and supersede those previously issued. Revisions must be issued when more than half of the handbook pages need to be reprinted to incorporate new or revised material. In addition, after eight "changes" have been made to the handbook, the originator must assure the Departmental Directives Management Officer, in writing, that a complete revision is in process or why it is not needed.
- D. **Notices** are used to give HUD staff or program participants temporary instructions involving HUD programs or to amend previous instructions until a handbook revision or change is issued. They must carry an expiration date not to exceed one year and can be extended.
- E. **Interim Notices** are issued at the discretion of Assistant Secretaries, with expedited clearance by IG , OGC and CIO. Interim notices are for true emergencies when there is no time to clear and issue a regular notice or handbook change. True emergencies are situations such as those involving potential or actual financial loss; fraud, waste, or mismanagement; legislative deadlines or mandates; or items coming out of litigation. Interim Notices must carry an expiration date not to exceed 120 days and cannot be extended.
- F. **Special directives** have formats and contents tailored to needs that cannot be met by handbooks or notices. They include such items as Mortgagee Letters, Title 1 Letters, and Direct Endorsement Letters. A special directive series must be approved case-by-case by the DDMO and must be cleared in accordance with Chapter 4. The DDMO must be advised when a special directive series is cancelled.
- G. **Transmittals** are used to issue handbooks, revisions, changes and cancellations. They summarize the significant matters covered in the directive. Transmittals are also used to cancel handbooks. (See Appendix 2 for a sample Transmittal.)

CHAPTER 3. STANDARDS

3-1 **Objective.** To ensure that all directives are uniform and arranged logically to allow users to locate information quickly.

3-2 **Preparation.** Directives should be created on the LAN using Departmental word processing software. An electronic copy should be created for use by the Records & Directives Branch for HUDClips publication and distribution.

3-3 **Format**

A. **Handbooks**

1. A Table of Contents is required if the handbook contains more than 20 paragraphs.
2. A List of all forms and/or reports required by the handbook must be provided on a separate page following the Table of Contents for easy reference by handbook users.
3. Text must be in standard outline format:

```

1-1 _____
  A. _____
    1. _____
    2. _____
      a. _____
      b. _____
        (1) _____
        (2) _____
  B. _____
  C. _____
  
```

4. **Classification Numbers.** The Departmental Directives Management Officer assigns blocks of subject classification numbers to Directives Management Officers. DMOs assign these numbers to handbooks originated by their organizations. (See Appendix 3 for a list of subject classification numbers and the offices to which they are assigned.)
5. **Numbering.** Use the appropriate three or four digit classification number followed by a decimal point and sequential number, e.g., 4050.5. Type the number on each handbook page, in the upper right hand corner on odd numbered pages and the upper left hand corner on even numbered pages.
6. **Dating.** Type the effective date, month and year, on each handbook page. Type the date in the lower left-hand corner on even numbered pages and in the lower right hand corner on odd numbered pages. When page changes are made, give the changed pages the new date. Pages being reprinted without changes will retain the previous issue date.

7. Chapters, sections, paragraphs and pages are deleted by reissuing pages of the Table of Contents as "changes."
 8. Paragraph expansion is done by adding a "period" and arabic number after the paragraph number. For example, paragraphs inserted after paragraph 2-2 would be numbered 2-2.1, 2-2.2, 2-2.3, etc.
 9. Page expansion is done by using a period followed by a sequential number to insert new pages between existing pages. For example: Pages 6-2.1 and 6-2.2 follow page 6-2.
- B. Transmittals.** Number transmittals with the same subject classification number as the directive they transmit. If a canceled directive is superseded by another directive, state the new directive number and title on the transmittal.
- C. Revisions.** Number revisions with the symbol "REV" followed by a sequential number after the subject classification number, for example: "000.2 REV-1."
- D. Changes.** Pages being revised and issued as changes must carry the symbol "CHG" followed by a sequential number after the subject classification number, for example "1100.2 CHG-1." Unchanged pages keep their original date and classification number to distinguish them from new pages.
1. Asterisks are used to pinpoint revised or added portions of text when "changes" are issued in the form of substitute pages. Type an asterisk in the left margin where the change begins and a second asterisk in the right margin at the end of the changed text. Minor corrections in spelling or grammar should not be marked with asterisks. Old asterisks should be deleted when reissuing a previously changed page.
 2. When a change involves more than one page, place an asterisk:
 - a. at the beginning of changed material
 - b. at the end of last line of first page
 - c. at the beginning of first line of each page containing changed material
 - d. at the end of last line of each page when change continues on succeeding page and at the end of last line of changed material
- E. Appendices.** If Appendices are reproduced, they should be legible. The subject classification number, appendix number, page number, and date (month and year) must be typed on each page (e.g., 4050.5, Appendix 1, 1 of 1, 9/88).
- F. Notices/Interim Notices**
1. Text. Type the first page of a notice on form HUD-21-B (follow Appendix 4)

2. **Numbering.** Use the last two digits of the calendar year, followed by a hyphen and the next available number in consecutive order (e.g., 88-01, 88-02) assigned by the originating DMO. Use acronyms to identify originating organizations or target program area, e.g., 88-10 (PHA) PIH, which indicates the tenth notice originated by Public and Indian Housing in 1988 concerning Public Housing Authorities (PHAs). Type notice number to the right of the printed word "Notice" on form HUD-21-B. Cite the handbook the notice relates to on the notice form in the upper right corner. (See Appendix 4.)
3. **Dating.** Issue date should be typed two spaces after "Issued" using the month, day and year (e.g., September 30, 1988). Type the expiration date two spaces after "Expiration" using the month, day and year (e.g., September 30, 1989).

G. Cancellations. When a handbook becomes obsolete, the originating organization must:

1. Prepare a HUD-23, Transmittal, and clear with all offices whose responsibilities are affected by the handbook.
2. Print and distribute transmittal using distribution code W-3-1.
3. Send a copy of the transmittal to the DDMO for the Departmental Directives Management Information System (DDMIS). DMOs must ensure that references to the canceled handbook are removed from other handbooks.

H. Expirations. Each year, program offices receive an inventory of their directives (through DDMIS) to verify them for the annual Directives Index.

1. Handbooks remain valid until canceled by the originating organization.
 - a. Every two years, the DDMO provides a list of handbooks to the originating organization. The organization must certify, on page 1 of the list, that each handbook has been reviewed to determine if it is needed and is current. As appropriate, reviewers should determine whether or not a handbook addresses, or needs to address, the risk-based monitoring described in handbook 1840.1 , Departmental Management Control program.
 - b. If a handbook is not current but remains in effect, the originating organization must indicate with the certification when it will be updated (changed or revised) or canceled.
 - c. In the intervening year, the DDMO will request a status report on handbooks marked for update or cancellation.
2. Notices must carry an expiration date not to exceed one year. A notice may be extended for one year beyond original expiration date if written justification is approved by the DDMO.

3. Interim Notices are for true emergencies and must carry an expiration date not to exceed 120 days and cannot be extended. These notices are not to be used to avoid the clearance process. Originating Assistant Secretaries can request an expedited turnaround time for OGC, CIO and OIG to clear Interim Notices. In the event that either office fails to respond within the specified time, the originating Assistant Secretary must confer directly with the General Counsel and/or Inspector General before issuing the Interim Notice.

CHAPTER 4. CLEARANCE

- 4-1 **Objective.** To coordinate directives with organizations having a legitimate interest in them, to eliminate inconsistencies and duplications, and to ensure agreement on policy, budgetary, reporting, management, and other concerns.
- 4-2 **Responsibility.** The originating organization's DMO oversees the clearance of his/her organization's directives. The DMO ensures appropriate internal and Departmental clearance, adherence to deadlines, and documentation of approvals.

4-3 General Requirements

- A. Originating offices must submit to reviewing offices, for clearance: proposed text; forms; appendices; and a HUD-22, Departmental Clearance and Approval Record (Appendix 1). The sections on the HUD-22 pertaining to Front-End Risk Analysis, information collection, regulatory flexibility environmental impact, proposed distribution, and pre-clearance activity must be completed. A HUD-171, Clearance Log (Appendix 6), must also be prepared.
1. A form HUD-22, Departmental Clearance and Approval Record, for each directive (handbook, revision, change, supplement, notice, special directive, etc.) is needed initially for approval to place the directive in Departmental clearance. The HUD-22 must be signed by the originating Assistant Secretary (or equivalent) or his/her designee. Assistant Secretaries may delegate clearance authority to, but not below, Headquarters Office Directors.
 2. The originating office must send a HUD-171, Clearance Log, two copies of the directive, and the signed HUD-22 to the DDMO when the directive is placed into clearance. Updated Log sheets should be sent to the DDMO each Friday until final approval is received. The DDMO will use the HUD-171s to provide clearance data for the automated DDMIS.
- B. Each reviewing office may concur, nonconcur, or concur with comment. Nonconcurrency must be solely on specific problems within the reviewer's program authority or which impact its operations or areas affecting its responsibilities.
- C. Both the originating office and the reviewing offices are responsible for expediting clearance.
1. Originating offices must:
 - a. Try to obtain basic agreement from prospective reviewers on major new policies and procedures before writing the directive;
 - b. Set clearance response deadlines as stated in paragraph 4-6A;

- c. Submit only thoroughly edited copy that is ready to print; and
 - d. Hand-carry directives to reviewers' offices (HQ only).
- 2. Reviewing offices must:
 - a. Limit review to areas affecting their responsibility;
 - b. Begin review as soon as possible. Call the originator when they anticipate delay and when they finish the delayed review;
 - c. Preclude official nonconcurrence as much as possible by first working with the originator to revise objectionable material; and
 - d. Have Assistant Secretary or designee sign unresolved nonconcurrences. Delegations of this authority must be filed with the DDMO.

4-4 Headquarters Clearance

- A. All new and revised directives must be cleared with the Office of General Counsel (OGC), Office of Inspector General (OIG) and Office of Chief Information Officer (CIO).
- B. Clear all directives with all offices concerned with or affected by the subject matter. Special attention should be paid to clearing the directives with those offices whose responsibilities cross program areas. Examples are:
 - 1. Assistant Secretary for Administration - directives that include reporting requirements, budget, staffing, personnel, training, finance, accounting, procurement, organizational, or productivity and management improvement matters. Directives that affect bargaining unit employees should be pre-cleared with the Office of Human Resources.
 - 2. Assistant Secretary for Policy Development and Research - directives that cover new or revised policies, economic and market analysis of Field Office economists, and research and program evaluation.
 - 3. Assistant Deputy Secretary for Field Policy and Management directives that involve field organizational structure, staffing or changes in policies and procedures of programs administered in the field.
 - 4. Assistant Secretary for Fair Housing and Equal Opportunity directives that involve housing and community development programs as related to (a) fair housing, (b) nondiscriminatory benefits, services, and participation, (c) collection of racial and ethnic data, and/or (d) equal employment opportunity/affirmative action or personnel concerns.

5. Assistant Secretary for Community Planning and Development - directives that require compliance with the National Environmental Policy Act of 1969, the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, and related laws, as stated in HUD Handbook 1100.3 (subpara. 5-1.i) and HUD regulations 24 CFR 50.4 and 50.16.

4-5 **Field Clearance**

Headquarters program offices should pre-clear policy initiatives and/or changes with knowledgeable field managers to get direct operational input. Methods for pre-clearance may include, but are not limited to:

1. Conference calls;
2. Sending draft directives to Field for pre-clearance review; and
3. Field staff draft sections of directives when appropriate.

4-6 **Deadlines**

- A. The originating office's DMO fills in the response deadline (block 4) on the HUD-22 attached to all clearance copies going to reviewers. Allow at least 12 workdays for clearance. Directive Management Officers are reminded that more than the 12 workday standard must be allowed for review when a proposed directive is long or complex (especially directives involving either new programs or major changes to existing programs). DMOs are required to use the Directives Review System to expedite clearances. Directives should be hand-carried in Headquarters.
- B. Overdue organizations can request additional time from the originator to submit their comments. Under extreme time constraints, the originating office may print the directive without all concurrences, after inquiring of each overdue organization the reason(s) for the delay and, notifying the overdue organization in writing before proceeding.

4-7 **Nonconcurrences**

- A. Organizations submitting comments must clearly distinguish between nonconcurrence and concurrence comments.
- B. Reviewing offices must submit substantive nonconcurrences when they believe that adoption of their comments is essential, since only nonconcurrence comments have to be considered and resolved between the originating and nonconcurring organization(s).
- C. Reviewing offices nonconcurring on specific language must recommend alternative language, unless a meeting is required to discuss the nonconcurrence.

- D. Nonconcurrency changes required by a reviewer are subject to editing for clarity and organization; however, the originating office must let the reviewer approve the final version for accuracy.
 - E. The originating office should immediately attempt to resolve the nonconcurrences and, if resolution is not possible, elevate to the Assistant Secretary or his/her equivalent. The Assistant Secretary should attempt to resolve the nonconcurrences with his/her counterparts. If the attempt is unsuccessful, the Deputy Secretary should make the final decision.
 - F. The DMO's official file on the directive must document lifted nonconcurrences.
- 4-8 **Reclearance.** If a directive has been revised for other than editorial or minor changes during clearance, the originator must resubmit the draft directive for reclearance to reviewers whose programs are affected.
- 4-9 **Final Approval.** The originating office prepares camera-ready copy of the final text and attaches a transmittal form as prescribed in Appendix 2. This package goes to the DMO for final processing. The DMO must review the clearance record, directive, and related background documents to make sure that all required clearances have been obtained, nonconcurrences have been resolved, and failures to respond are explained.

CHAPTER 5. WAIVER OF PROVISIONS CONTAINED IN DIRECTIVES

- 5-1 **Purpose.** Chapter 5 explains the Department's policy on the waiver, by HUD officials, of provisions in Departmental directives.
- 5-2 **Authority.** Section 106 of the Department of Housing and Urban Development Reform Act of 1989 (Pub. L. 101-235, approved December 15, 1989) added a new section 7(q) to the Department of HUD Act (42 U.S. C. 3535 (q)).
- 5-3 **Requirements.** Section 7 (q) requires that any waiver of a provision of a handbook of the Department shall
- A. be in writing;
 - B. specify the grounds for approving the waiver; and
 - C. be maintained in indexed form and made available for public inspection for not less than the 3-year period beginning on the date of the waiver.
- 5-4 **Implementation.** The Department implemented this authority in a Statement of Policy (FR 2736) published in the Federal Register, and taking effect, on April 22, 1991 (56 FR 16337)
- 5-5 **Responsibility.** Paragraph 1-4 of this handbook provides that the Secretary or an Assistant Secretary may issue a directive. The Secretary, Assistant Secretary or an equivalent rank may also grant waivers of the provisions of the directive. The authority to grant waivers of directives may be delegated to any officer or employee in the issuing official's organization, as well as to any officer or employee in a Field Office. Any such delegation must be in writing. Any officer or employee who has a delegation of authority to waive a provision of a directive may grant waivers in accordance with this chapter.
- 5-6 **Scope.**
- A. The term "directive" has the same meaning as in paragraph 2-1 of this handbook. The term includes handbooks (including changes), notices, interim notices, special directives, and any other issuance that the Department may classify as a directive. The waiver policy explained in this chapter pertains to all documents of this kind.
 - B. The Reform Act requirement that waivers of directives be in writing applies to any waiver that is intended to provide a benefit to, or to remove an obstacle to participation by, one or more specific individuals or entities outside the Department. Waivers of provisions in directives governing only the internal operations of the Department, or waivers that affect all persons who are in similar circumstances, are not subject to the requirements of this chapter.

- C. A provision in a directive may not be waived if the provision is one that summarizes or restates a regulatory provision that is subject to section 7(q). In any such instance, the waiver may not be granted, since it would, in fact, be a waiver of a regulation. Only the Secretary, or the program Assistant Secretary who issued the regulation, is empowered to waive the requirement in question. A useful test for determining whether a directive provision may be waived is whether the waiver would also require a regulatory waiver to make the directive waiver effective.
- D. For purposes of the HUD Statement of Policy, all prohibitions in directives that treat the subject of discrimination on the basis of race, sex, color, national origin, religion, handicap, age, or familial status, and all related affirmative obligations that are direct derivatives of regulations, are considered regulatory provisions--that is, they may not be waived except by action of an Assistant Secretary.

5-7 Procedures.

- A. The record of a waiver of a provision in a directive must set out
 - 1. The identifying number of the handbook or other directive waived, and the particular provision waived.
 - 2. A brief explanation of the reason for granting the waiver.
 - 3. The name of the person who granted the waiver request, and the name of the person to be contacted for further information concerning it.
- B. This information should be forwarded to the Departmental Directives Management Officer, Office of Administrative and Management Services, Office of Administration.
- C. A record of waivers granted will be maintained in indexed form in the HUD Library for not less than a 3-year period beginning on the date a waiver was granted.

**U.S. Department of Housing
and Urban Development
Office of Administration**

1. Job Control Number(s)	2. Classification Number	3. Type of Action <input type="checkbox"/> Clearance <input type="checkbox"/> Final Clearance <input type="checkbox"/> Reclearance <input type="checkbox"/> Approval	4. Deadline Date
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5. Complete Title

6. Principal Audience or User <input type="checkbox"/> HUD Staff <input type="checkbox"/> Program Participants	6a. Proposed Distribution (spell-out, do not use codes)
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7. Person most familiar with the Document	7a. Organization Code / Office	7b. Telephone Number	7c. Room Number

8. Type of Document

<input type="checkbox"/> New Handbook	<input type="checkbox"/> Handbook Revision	<input type="checkbox"/> New Form	<input type="checkbox"/> Federal Register Notice	<input type="checkbox"/> Regulation	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Handbook Change	<input type="checkbox"/> Notice	<input type="checkbox"/> Form Revision	<input type="checkbox"/> Publication	<input type="checkbox"/> Special Directive	

9. Mark the boxes for the organization(s) reviewing this document. (specify under "other" the HQ/Field staff components within the reviewing offices, e.g., admin officers)

<input type="checkbox"/> ADM	<input type="checkbox"/> GNMA	<input type="checkbox"/> PIH	<input type="checkbox"/> Chief Proc. Ofcr.	<input type="checkbox"/> S/Departmental EEO	<input type="checkbox"/> CIR	<input type="checkbox"/> Public Affairs	<input type="checkbox"/> Enf. Ctr.
<input type="checkbox"/> CPD	<input type="checkbox"/> H	<input type="checkbox"/> OGC	<input type="checkbox"/> CFO	<input type="checkbox"/> S/Labor Relations	<input type="checkbox"/> S/SDBU	<input type="checkbox"/> Chief Information Officer	
<input type="checkbox"/> ADSFM	<input type="checkbox"/> IG	<input type="checkbox"/> PD&R	<input type="checkbox"/> FHEO	<input type="checkbox"/> S/Lead Hazard Control	<input type="checkbox"/> REAC	<input type="checkbox"/> PECO	<input type="checkbox"/> Other

10. Front-End Risk Analysis <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	11. Information Collection Requirements (Paperwork Reduction Act) <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	12. Impact on Small Entities (Regulatory Flexibility Act) <input type="checkbox"/> Completed <input type="checkbox"/> In Process <input type="checkbox"/> Not Needed	13. Finding of No Significant Impact (FONSI) / Environmental Impact Statement (EIS) (National Environmental Policy Act) <input type="checkbox"/> EIS Required <input type="checkbox"/> FONSI Required <input type="checkbox"/> FONSI Not Needed
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[illegible]

15. List HQ/Field components involved in developing the document (drafts, discussions, etc.)

16. Comments:

17. Return this record to	17a. Telephone Number	17b. Room Number
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APPENDIX 3**HUD DIRECTIVES SYSTEM - SUBJECT CLASSIFICATION NUMBERS**

Subject Classification Number	Office of Primary Responsibility
000-999	Administration
1000-1099	General Counsel
1100-1199	Administration
1200-1299	General Counsel
1300-1499	Administration Community Planning & Development
1500-1599	General Counsel
1600-1749	Administration
1750-1799	Inspector General
1800-1999	Chief Financial Officer
2000-2099	Inspector General
2100-3099	Administration
3100-3199	Community Planning and Development
3200-3249	Administration
3250-3599	Chief Information Officer
3600-3649	Policy Development and Research
3650-3999	Reserved
4000-4999	Housing
5000-5549	General National Mortgage Association
5550-6209	Community Planning and Development
6210-6219	Housing
6220-6259	Community Planning and Development
6260-6269	Housing
6270-7399	Community Planning and Development
7400-7850	Housing Public and Indian Housing
7851-7999	Equal Employment Opportunity
8000-8099	Fair Housing and Equal Opportunity
8100-9999	Enforcement

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